



**King County**  
**LEAD DATA ENTRY OPERATOR**  
**(TECHNICAL INFORMATION PROCESSING SPECIALIST IV)**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**FINANCIAL MANAGEMENT SECTION**  
**Hourly Range \$18.96 - \$24.04**  
**Job Announcement: 05TS5614**  
**OPEN: 11/14/05 CLOSE: 11/28/05**

**WHO MAY APPLY:** This position is a career service position open to all qualified King County career service employees who are members of Teamsters Local 117 Administrative bargaining unit and the general public. Members of Teamsters Local 117 Administrative Support bargaining unit will receive first consideration.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at [HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov). Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at:  
<http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** King County Administration Building, 6<sup>th</sup> Floor, 500 Fourth Ave Seattle, WA 98104

**WORK SCHEDULE:** This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek, normally Monday through Friday, 8:00 a.m. – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:** Perform data entry duties and serve as lead for seven-person data entry unit. Manage workflow and staff activities to ensure timely and accurate work completion. Specific duties include:

- Participate in new employee selection (interview, testing, evaluation); provide input to supervisor on employee performance.
- Plan, coordinate, assign, prioritize, direct and monitor the quality of work performed by the data entry unit staff.
- Coordinate scheduling of alternative or overtime schedules to address peak workloads.

- Maintain a control system to facilitate timely work completion, including a logging and filing system for all pending and completed jobs.
- Coordinate with system technical support staff to address problems, system upgrades or development of additional data entry jobs.
- Provide technical assistance and train coworkers.
- Manually key and verify alpha-numeric data from various input documents into pre-established data entry screens for 80 to 100 separate jobs, involving accounts payable, accounts receivable, general ledger, payroll, records/mailroom, warrant reconciliation and other miscellaneous areas; utilize special keys or data fields to expedite processing of jobs (e.g., auto duplicate or auto skip). Review validity of data submitted on input forms.
- Assist with development and design of detailed process improvement, including source document format changes.
- Independently solve data input or transfer problems.
- Provide supervisor with workload reporting based on standard system reports.

**QUALIFICATIONS:**

- Minimum of one year lead or supervisory experience.
- Minimum of 5 years using a reversed 10-key keyboard by touch.
- Demonstrated ability to type a minimum of 9,000 keystrokes per hour with 98% accuracy on a reversed 10-key keyboard.
- Ability to work independently as well as part of a team to prioritize, balance and share daily work.
- Ability to perform both routine and complex work on a special data entry terminal or personal computer based system and transfer completed jobs to the County's mainframe system.
- Ability to work with minimal supervision by following established procedures and instructions.
- Ability to work under pressure of demanding deadlines in a high volume, high production work unit.
- Working knowledge using a Personal Computer including creating and saving files, use of e-mail and calendar software.

**DESIRABLE QUALIFICATIONS:**

- Working knowledge of King County's procedures, documents, jobs, and Unibase data processing system.

**SELECTION PROCESS:** The applicants who meet the minimum qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews and keyboard testing.

**UNION MEMBERSHIP:** This position is represented by Teamsters Local 117 Administrative Support bargaining unit.

**CLASS CODE: 441405**